

## E-Safety Policy

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Committee with responsibility	Safeguarding
Date of Issue	March 2017
Frequency of Review	Annual
Next Review	March 2018

Issue Number	Issue Date	Summary of Changes
1	March 2017	New Policy

### Introduction

The internet and other digital information technologies are powerful tools, which open up new creative ways for learning, communicating and working with others. As a school we believe that these new technologies have an extremely positive effect on the children that use them whilst in school and at home.

In order for every child to access these new technologies there is a need for careful organisation on behalf of the school and a detailed policy which explains how they can be used appropriately and safely. This policy seeks to explain clearly how this can be done and how school and home can promote e-safety together.

### Our aims:

- To help children to acknowledge the opportunities and the risks when working online.
- To develop a set of safe and responsible behaviours to support them whenever they are online.
- To help children understand what to do if they see something they don't like online.

### Our duty:

- To teach children how to use new technologies safely.
- To ensure that this education should be appropriate to the children's age and level of skills and understanding.
- To instil within children a set of core principles to support them in their use of technology.
- To ensure that children become safe users of new technologies.
- To teach children how to stay safe both inside and outside of school.
- To teach children how to adapt to different technology uses as they grow older and technology (or exposure to technology) increases.
- To not detract from the fun and educational aspects of ICT.

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- To ensure children are safe from terrorist and extremist material when accessing the internet.
- To give children advice and guidelines about what to do if they find something online that they are not sure about.

### **E-safety: Roles and Responsibilities**

#### **Head Teacher / Governors**

- To take a lead role in embedding safe internet practices into the culture of the school.
- To ensure that policies are current and adhered to.
- To implement an acceptable use policy to protect the interests of both pupils and staff.
- To draw links between this policy and other school policies, as appropriate, such as safeguarding and anti-bullying.
- To ensure that any breaches or abuse are monitored and reported.
- To ensure that all staff receive relevant information about emerging issues.

#### **Class Teacher**

- To have an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- To have read, understood and signed the school Staff Acceptable Use Agreement (AUP).
- To report any suspected misuse or problem to the Headteacher / ICT Subject leader for investigation / action / sanction.
- To ensure that all digital communications with pupils (email / Virtual Learning Environment (VLE)) be on a professional level.
- To raise awareness of e-safety issues among children including those of terrorist or extremist views.
- To regularly teach e-safety as both stand-alone sessions and within appropriate lessons.
- To ensure that children are reminded about appropriate behaviour online both inside and outside of school on a regular basis.
- To follow and implement the expectations set out within the policy.

#### **Children (appropriate to age and level of skill and understanding)**

- To be responsible for using the school computing systems in accordance with the Pupil Acceptable Use Policy, which parents / carers would sign on behalf of the pupils before being given access to school systems.
- To follow the guidance given by their class teacher.
- To follow the set of core principles to support them in their use of technology.
- To use technologies sensibly and safely.
- To enjoy computing and the wide range of technologies.

#### **Parent**

- To play a key role in promoting e-safety at home.
- To endorse (by signature) the Pupil Acceptable Use Policy
- To be responsible for their children's use of technology at home.

## Understanding Risks

Alongside the positive educational benefits offered by ICT there are some dangers, particularly for children. Whilst adult supervision of children's ICT use is preferable, it is not always realistic or practical, particularly outside school. We believe that it is necessary to alert children to the risks that they might encounter and help them to develop safe and responsible behaviours when using technologies, whether at school, at home or in any other setting. For children at Woodmancote School, certainly in the lower year groups, some of the risks might appear to be outside their level of ICT use. However, the children in our care engage with technology at an ever-younger age, and their knowledge and use of technological services, tools and devices can quickly outstrip that of their parents, carers and teachers.

In our school, although we are sensitive to the age and awareness of the children within our care: the core e-safety message remains the same. The issues which we raise in school as part of this core message can be categorised into four areas.

## Content

The Risks:

- When using the internet or other online service and technology, children may be exposed to inappropriate content.
- When accessing certain types of content, risks include viruses, adware and spyware.

## Contact

The Risks:

- Fear of physical danger.
- Providing information whilst online that can be used to:
  - identify an individual or others
  - arrange to meet people that have been met online, thus posing a risk to an individual's safety or that of their family or friends.
- 'Cyber bullying' - an apparently anonymous method by which bullies can torment their victims. This may be in the form of email, chat or text messages.
- Extremist or radical views or opinions as in line with the prevent duty

## Commerce

The Risks:

- When using new technologies, a child could do something that has financial or commercial consequences.

## Culture

The solutions

- **Children need frequent education and guidance to embed and reinforce safety messages so that they develop their own judgements of what is right and wrong and be better placed to remain safe wherever and whenever they use new technologies.**
- **Sharing information and details of good practice with parents. This will help to reinforce the work carried out in school and ensure that children receive consistent and comprehensive e-safety advice.**

## Using the technologies safely

### 1. The internet

#### Background

- Enables users to obtain information and resources, to communicate with each other
- and to publish information
- Consists of a worldwide system of computer networks, in which users at any one computer can, if they have permission, access information made available on other computers.
- Vast amount of information available immediately.

#### Benefits

- Improved subject learning across a wide range of curriculum areas that promotes excellence, enjoyment and creativity, as well as independent learning through cross-curricular project work.
- Access to a wide range of cultural, scientific and intellectual material which might otherwise not be freely or readily available.
- Improved motivation and attitudes to learning.
- Development of problem-solving and research skills.
- Development of network literacy to access resources, create resources and communicate with others.
- Enhanced social development.

#### How will the Internet be used to enhance learning?

- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be taught how to use the internet for research, including the skills of knowledge location and retrieval.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using internet material in their own work.
- Pupils will be taught how to recognise a reliable source and to think about what they reading on the internet in case they are reliable.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT Subject Leader / Head Teacher.

#### The Risks

- Inappropriate content.
- Reliability, credibility and validity of information on some websites.

## Strategies for safe use

### Acceptable use policies (See Acceptable User Policy)

- Provides a framework for safe and responsible use of the internet.
- Provides guidance for pupils and parents using the internet at home.
- Outlines safe and responsible behaviours for pupils, procedures for reporting unsuitable material, and information on protecting the computer network.
- Covers a range of technology which might be used, both in and out of school, such as email, chat, instant messaging, camera phones, webcams, blogs and social networking sites.

### Evaluating web materials

Pupils will be taught, at the right age, the value of critical evaluation as part of their core digital literacy skills development.

When evaluating materials, pupils should ask:

- Who has published the content?
- Where does the content come from?
- Does the content seem up to date?
- Is the content easy to read and understand?
- Does it present a one-sided point of view?
- Does the content provide everything I need?
- Are the links useful?

### The Use of Filtering

**It must be remembered that although filtering systems are effective tools, they are not 100% guaranteed. They must be supported by a safe and responsible approach to using the internet at all times.**

- The school will work in partnership with parents, the Local Authority (LA), Department for Children Families and Schools (DCFS) and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing co-ordinator / Head Teacher.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.
- Children will be taught to use and respect the internet and other technologies at all times with clear sanctions being in place when either are misused.

### How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. This includes using an Internet Service Provider which caters specifically for schools. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer (though it is highly unlikely). Having taken reasonable measures, the school cannot accept liability for the material accessed, or any consequences of internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Head Teacher will ensure that the E-Safety Policy is implemented and monitored.

### How will Internet access be authorised?

- The internet is seen as being an integral learning tool from the time that children start school. Younger pupils will be guided to using specific, age-appropriate websites. As the children progress throughout the school, they will be encouraged to use the internet independently but taught to discriminate their selection of relevant websites. Access to the internet will take place under adult supervision.

## 2. Using email

### Background

- An effective way of sending messages over the internet.
- Attachments can include text, pictures, sound, animation or movies.

### Benefits

- Develops communication skills and can transform the learning process.
- Encourages precision in spelling and choice of words.

### Risks

- Open to abuse - Spam (unwanted email); 'Flaming' (angry or abusive emails); Bullying or harassment; 'Bombing' (a large email that is intended to crash a computer system); and Viruses.

### Strategies for safe use

- As children progress throughout the school they will be taught about e-mail. Emails that are written should be written carefully and checked/authorised by the class teacher before sending.
- Children will be taught the importance of sending email to specific recipients and of the safe practices associated with email (no personal details).
- Children's use of email addresses to be limited to class or group with care being taken to ensure that individual pupils cannot be identified via their email address.
- Pupils must immediately tell a teacher if they receive unpleasant email.

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- All mail that is sent to the school website will be checked before it is put on the school website.
- Children to be made aware of the characteristics of email bullying, the effects it can have on the recipient, and strategies for dealing with it. Sanctions will be put in place where it is clear that email is being misused, such as e-bullying.
- Email attachments will be treated with caution with a virus checker used on all outgoing and incoming mail, and always before opening and saving any attachment.

### 3. Using chat and instant messaging

#### Background

- A means of communicating with other people in real time over the internet in virtual meeting places called 'chat rooms'.
- Instant messaging - a form of online chat which is private between two people e.g Facebook messaging, skype

#### Benefits

- Pupils are able to chat with their peers anywhere in the world
- Access to a wealth of information and experience

#### Risks

- Anonymity - one can never be sure who they are chatting to and the inherent risks attached to this.
- 'Cyber' bullying.

#### Strategies for safe use

- Pupils will not be allowed or be able to access chat-rooms or Newsgroups under any circumstances unless the service is provided through the South West Grid for Learning (SWGfL) Learning Platform.
- Children made aware of the risks and ways of avoiding them.
- The implementation of an Acceptable User Policy.
- Keeping personal information private - name, age, location, extra curricular activities, names of friends (anything that could lead to an individual being identified or even contacted).
- If children are able to use chat-rooms away from school, they should only add people they know to their buddy list and should always use an instant messaging service which prevents others from adding their name to a buddy list without the owner's permission.

### 4. Using social software

#### Background

- The emergence of social media tools, or social software, which enhance or gain value from social interactions and behaviour. Examples of which include: 'Blogs' (weblogs) - the provision of an online diary or journal; 'moblogs' - blogs sent from a mobile phone; 'wikis' - modifiable collaborative web pages; 'podcasting' - subscription-based broadcasting over the web

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- Social networking communities such as Facebook, Twitter, Instagram

### Benefits

- New opportunities for personal expression.
- Delivering flexible and accessible online learning.

### Risks

- Public spaces for both adults and children with published content which can be seen by a world wide audience.
- Publication of detailed personal information.
- Contact.
- Platforms for bullying, slander and humiliation of others.

### Strategies for safe use

- Blocked school use of social networking sites
- Managed use of 'blogs' - teaching children effective communication skills against a backdrop of e-safety.
- Teaching children how to be responsible publishers.
- Communication between home and school - Respecting age restrictions and the importance of keeping personal information private.

## 5. Using mobile phones and the mobile internet

### Background

- Mobile phone use and ownership by young people growing.
- SMS (Short messaging Service) - enables users to send and receive text messages,
- MMS (Multimedia Message Service - enables users to incorporate text, sound, images and video into their messages.
- 4G (fourth generation) with features such as digital cameras, mobile access to the internet and MP3 player.

### Benefits

- Offer freedom, independence and a way to communicate to others.
- Safety - a young person can make contact and be contacted.

### Risks

- Exposure to inappropriate materials.
- Physical danger - contact, content and crime.
- Cyber bullying.
- Legal, financial and commercial considerations.

### Strategies for safe use

- Effective education about safe and appropriate behaviours.
- Keeping personal information private.
- The need to critically evaluate content.

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- Blocking abusive messages.
- Immediately seeking help from a teacher, parent or carer if a child is bullied via mobile phone.
- Seeking parental permission.

### **The School Website**

Including images of pupils on the school website is a motivating experience for the pupils of the school and provide the school with an excellent opportunity to promote the varied and exciting work that is going on. It is crucial however that careful consideration is taken when deciding upon how images may be used.

### **Using Images**

- The point of contact on the website should be the school address, school email and telephone number. Staff or pupils' home information will not be published.
- Website photographs or the use of digital images that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly when associated with photographs. If the pupil is named, the photograph will not be used. If a photograph is used, children will not be named with their class or year group being used or a general description.
- Only images of pupils in suitable dress will be used.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- The Head Teacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.

### **Using Digital Video**

We believe that digital video is an exciting medium which can motivate and inspire pupils. Whilst it is recognised that the risks of using digital media are minimal we have to make sure that pupils remain unidentifiable if examples of digital video are used on the school website, so reducing the risk of inappropriate contact from outside the school.

- Parental permission will be sought before embarking on any digital project. This will apply to all pupils involved in any project, whether they are editing or starring in the film.
- Children will not be referred to by name when filming with character names rather than real names being used where possible.
- In the credits, the school name will be used as a contact or the class name.
- Where pupils names are used in the credits, their first names will only be used.

### **How will the policy be introduced to pupils?**

- The development of a set of 'safe and discriminating behaviours' for pupils to adopt when using the internet and other technologies will be discussed with the children and reinforced. Instruction in responsible and safe use should precede internet access.
- Rules for internet access will be posted near all computer systems.
- Pupils will be informed that internet use will be monitored.

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- Regular E-safety lessons in each year
- Regular E-safety assemblies using advice from Safer Internet Day and ThinkUKnow

### Sanctions?

- Where misuse has occurred, judgement will be used by the class teacher, Computing Subject Leader, member of the Leadership Team or Head Teacher to ascertain whether the misuse was deliberate. Depending upon the seriousness of the offence, internal sanctions will be used. These may range from a first warning or to a temporary withdrawal of internet privileges. In extreme cases parents or carers will be informed and access to e-mail or the internet being withdrawn permanently.

### How will staff be consulted?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School E-Safety Policy, and its importance explained.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible use of the internet will be delivered as part of the school programme for staff development.

### How will ICT system security be maintained?

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Files held on the school's network will be regularly checked.
- The ICT Technician (Hardware) will ensure that the system has the capacity to take increased traffic caused by internet use. (currently using Focus Networks)

### How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be delegated to the Computing Subject Leader and the Head Teacher.
- Any complaint about staff misuse must be referred to the Head Teacher or the Chair of Governors in more extreme circumstances.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Sanctions available include:
  - informing parents or carers;
  - interview with parent/teacher/Head Teacher;
  - removal of internet or computer access for a period of time.

### How will parents' support be enlisted?

- Parents' attention will be drawn to the School E-Safety Policy in newsletters, the school prospectus and on the school website.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be developed and made available to parents.
- A stock of relevant leaflets from organisations such as British Educational Communications and Technology Agency (BECTA) and National Children's Hospital (NCH) Action for Children will be maintained.

### Forging links between the Home and School

The school actively seeks to offer advice to parents related to the safe use of the internet at home. However, it is the individual responsibility of the parent or carers of the children to ensure that Internet use is monitored closely. Parental attention will be drawn to such websites such as Hector's World <http://www.hectorsworld.com>, and <http://www.microsoft.com/nz/athome/security/children/hector.msp>, Kidsmart - <http://www.kidsmart.org.uk/yp/under11> which are interactive websites which can be used to teach children to manage emails, respond to chat, evaluate websites and take part in an interactive quiz related to the safe use of the internet.

ThinkUKnow <https://www.thinkuknow.co.uk/>

### E-safety resources (All available from a link on the school website)

CBBC - Stay Safe - <http://www.bbc.co.uk/cbbc/help/safesurfing>

Hector's World - <http://www.hectorsworld.com>

<http://www.microsoft.com/nz/athome/security/children/hector.msp>

Kidsmart - <http://www.kidsmart.org.uk/yp/under11>

Netty's World - <http://www.nettysworld.com.au>

Bullying Online - <http://www.bullying.co.uk>

BBC ChatGuide - <http://bbc.co.uk/chatguide>

BBC StaySafe - <http://www.bbc.co.uk/cbbc/help/web/staysafe>

Think U Know - <http://thinkuknow.co.uk/>

SWGFL Staying Safe - <http://www.swgfl.org.uk/Staying-Safe>

Signed..... (Chair of Safeguarding)

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Policies currently allocated to Safeguarding-December 2017
Acceptable Use
Anti-Bullying
Attendance
Behaviour
Children in Care
Code of Conduct
E-Safety
Equality
Intimate Care
Positive Handling
Preventing Radicalisation
Recruitment and Selection
Safeguarding and Child Protection
SEN
Supporting children with medical conditions

Policies currently allocated to Premises-December 2017 which have a Safeguarding element
Accessibility Policy, Audit and Plan
Anaphylaxis Awareness and Monitoring
Disability Discrimination Policy and Plan
Emergency Management and Response Plan
Emergency Asthma Inhaler Policy
Fire Risk Policy and Risk Assessments
Health and Safety Policy
Lone Working Policy
Lettings Policy
Off Sites Visits and Journeys
Security Policy
Travel Plan